



# **OIF 06-08.2**

## **Predeployment Brief**

**26 March 2007**



# Emergency Leave

- **By The Order!**
  - **Marine/Sailor's** Immediate Family (Spouse, Children, Parents, Siblings)
  - **Spouse's** Immediate Family (Parents, Siblings)
  - Legal Guardians
- **Must be confirmed through the Red Cross**
- **No Grandparents, Aunts/Uncles, Friends, or Cousins**



# **KVN**

- **Key Volunteer Network- the link between the battalion and its families**
  - Source of Information and referrals
  - Passes on official messages from the 1/4 Commanding Officer
  - Provides support and assistance during time of need
- **Goal of the KVN: To assist you in becoming self-sufficient, to care for family members on the home front so your Marine can focus on his mission and return home safely.**



# **KVN**

- **Key Volunteer Network Meetings**
  - Last Tuesday of each month.
  - Even months at the 1/4 Command Post (Camp Horno)
  - Odd months at Matilda's (Behind the Division CP/ White House)
  
- **Key Volunteer Network Events (for all family members)**
  - Monthly sponsored events
  - Company level event in May
  - Company and Battalion level event in June



# KVN

- **First try and work all issues through the KVN !**
  - Use your KVN Chain
  - Keep KV informed of your location
- **Please ensure that the information you provide to the KV is accurate**
- **The RBE FRO is your resource once KVN can not assist, should not be your first stop.**
- **Don't be afraid to ask questions**



# KVN

## Tips for a Successful Deployment

- Plan early and often (Deer, Financial, Child care needs)
- Take time for each other
- Find things to look forward to
- Reach out to others in similar situations
- Don't try to hide your feelings
- Do something special for you and your family
- Try to concentrate on things you can control
- Ignore RUMORS
- Learn stress management techniques
- Seek support from your faith Community

## TAKE CARE OF YOURSELF & YOUR FAMILY

- Now, let's all stand tall and proud as a family supporting each other and our Warriors. Marines go out there and make us proud. God bless.



# Casualty Notification

- Agenda:
  - Personal Casualty Report (PCR) processing
  - Killed in action (KIA) notification & misnomers
  - Injuries:
    - Classification
    - Notification
    - Medical Evacuation (MEDEVAC)
    - Family assistance



# Casualty Notification

- Development of PCR:
  - Marine has been identified to be deceased or injured:
    - On scene commander sends report to Battalion Operations Center
    - Bn Adj starts putting PCR together
    - Medical reviews, authenticates injuries and gives a classification (Not Seriously Injured (NSI), Seriously Injured (SI) or Very Serious Injured (VSI))
    - Typically takes 4 – 6 hours to gather, confirm and verify information before PCR is released from Bn level
    - PCR then has to travel through several more levels of command in order to be screened and then further released
    - Depending on the classification and severity of the injury this process may take 1 – 2 days to reach the Regt and RBE
      - Deaths & VSI usually take less than 8 hours from time of death or injury
      - SIs vary, but typically within 24 hours
      - NSIs vary, but typically with 48 hours



# Casualty Notification

- Death of Marine ( KIA)
  - CACO is assigned
    - If within 75 miles of Camp Pendleton RB FRO will serve as a CACO or Regt will assign a CACO
      - RBE will typically serve as the CACO; however, Regt may have to assign:
        - » CACO will be of same rank or higher
        - » RB FRO may still be serving as a CACO for a previous KIA
        - » May require more than one CACO due to multiple KIA's
    - If outside of 75 miles Headquarters Marine Corps (HQMC) will assign a CACO from a local unit or independent Marine station
    - Death notifications will ALWAYS be done in person!
      - Will be in a Government vehicle
      - Will be in Service 'A' uniform (green suit)
      - Will be accompanied by chaplain
        - » If Regt or RBE makes notification Commander Muhm will likely serve as the chaplain
    - CACO assigned will assist family through the entire process



# Casualty Notification

- Common issues and misnomers concerning KIAs:
  - Death notifications will NEVER be done over the phone
    - If ever received over the phone it's a prank phone call
  - Will not be released nor is the press authorized to release KIA info until 24 hours after Primary NOK (PNOK) and Secondary NOK (SNOK) have been notified
  - Multiple CACOs are typically assigned in order to coordinate simultaneous notification when PNOK and SNOK notification is required
  - If NOK whereabouts are unknown the CACO will be required to call around in order to locate and make notification
  - Wife or Next of Kin (NOK) move and don't inform RB FRO or command
    - Inform RBE or command of any:
      - » Move
      - » Vacation
      - » Change in phone number
      - » Change in dependency status (i.e. birth)
      - » Relocation of personal effects
      - » Location of wills, trusts Powers of Attorney
  - Navy KIAs will be assigned a Navy CACO to make notification



# Casualty Notification

## Injury of Marine

- Types of injury PCRs:
  - NSI
    - Minor injuries
    - Typically do not need to be MEDEVAC out of country
    - Examples include:
      - » Concussion
      - » Minor scrapes, cuts and bruises
      - » Light duty for 15 days or less
  - SI
    - Significant injury but not life threatening
    - Requires surgical repair
    - Examples include:
      - » Significant cuts
      - » Broken bones
      - » Burns
  - VSI
    - Life threatening
    - Will be MEDEVACd out of country once stable enough for flight
    - Examples include:
      - » Head trauma
      - » Loss of limb or sight
      - » ICU



# Casualty Notification

- Injury notification:
  - Ideally commander on scene or the treatment Medical Officer (MO) will have Marine or Sailor make contact with NOK
  - RB FRO will make phone notification regardless of classification of injury for timely notification
    - Although NOK may have already received phone call from Marine, Sailor or on scene unit, RB FRO is still required to make official notification
    - Will be between 0600 and 2400
    - Can only release the information that has been supplied on the official PCR
    - Only unit commander can authorize additional info to be released
- MEDEVAC of Marine or Sailor
  - Processed through in-country facilities
  - Landstuhl
  - Bethesda
  - To specialized treatment facility (i.e. Palo Alto, Brooks Army Medical Facility (BAMC), NH Minnesota etc.)
  - Balboa or NHCP



# Casualty Notification

## Family assistance

- Depending upon severity of injury the following applies
  - Family will be flown to Landstuhl (VSI, death imminent or life threatening injuries)
    - » Will require a passport
  - Upon arrival to Bethesda, family will be flown if prolonged stay and serious injuries
  - If serious injuries or NSI and MO request bedside assistance then family will be flown to all other treatment facilities
- Invitation Travel Orders (ITO)
  - Patient Assistance Team (PAT) typically coordinates families arrival and arraignments to hospital with the assistance of the RB FRO
  - ITOs allow for the following:
    - » 3 family members to attend bedside
    - » Will pay for hotel room
    - » Will give per diem
    - » Does not cover rental car costs
  - Are issued by HQMC (RBFRO will facilitate)
  - Will be issued initially for 21 days; however, can be modified for longer dependent upon the severity of the injury and the condition of the Marine or Sailor



# **Casualty Notification**

**CAPTAIN JOHN CISCO**

**REGIMENTAL  
CASUALTY ASSISTANCE CALLS  
OFFICER (CACO)**

**760-763-3617**

**[john.cisco@usmc.mil](mailto:john.cisco@usmc.mil)**



# I MEF Postal



# Type of Mail sent

- **FIRST CLASS** (13 oz or less)
  - **Averaging about 7-10 days for delivery**
- **PRIORITY** (Over 13 oz. up to 70 lbs.)
  - **Recommended for packages.**
  - **Average about 7-10 days delivery.**
  - **FLAT RATE BOX (\$8.10 regardless of weight)**  
(Great Value)
  - **FLAT RATE ENVELOPE (\$4.05 regardless of weight)**
- **PARCEL POST** (Over 2 lbs. up to 70 lbs.)
  - **Slowest/Cheapest way to send packages.**
  - **Average about 8-14 days delivery.**
- **MOTOMAIL** (Email to Hard-copy letter)
- **NON-POSTAL (USPS)** carriers (i.e., FEDEX, UPS, DHL) are not handled by Military Postal Clerks.



# TIPS FOR PROPER PACKAGING

- Recommend **NYLON FILAMENT FIBER TAPE OR MAILING TAPE**. Masking and scotch tape are **NOT AUTHORIZED**.
- Place **LIQUID** items such as salsa, lotion and beverages in separate zip lock bags.
- Always use the **SMALLEST** box possible.
- Always use **DURABLE** boxes.
- Use **BUBBLE WRAP/STYROFOAM POPCORN** when sending breakable items.
- Package items **TIGHTLY** to avoid shifting.



# TIPS FOR PROPER PACKAGING

- Never send **BULKY** items in an envelope (i.e., KEYS, RING, CASSETTE TAPE).
- Include the **RETURN** and **ADDRESSEES ADDRESS** inside the parcel.
- Use **INSURANCE** on packages that contain valuable items going to and from the U.S. and deployment site.



# MAILING RESTRICTIONS FOR IRAQ

- **OBSCENE MATERIAL** (pictures, magazines, nude or semi-nude).
- **PORK** and **PORK BY-PRODUCTS**.
- **LARGE QUANTITIES** of material contrary to the **Islamic** belief. Quantities for personal use are permissible.
- For **additional restriction**, contact your local military post office.
- **EXPRESS MAIL** not authorized.
  - If accidentally accepted at post office, request refund for overpayment.



# PERSONAL ADDRESS

Rank, Full Name

1<sup>ST</sup> BN 4<sup>TH</sup> MAR

**Unit 40245**

FPO AP 96426-0

This is the  
address for  
"official mail"  
to the  
command.

Never change address

Most Important Slide!!!



# PERSONAL ADDRESS

Rank, Full Name

1<sup>ST</sup> BN 4<sup>TH</sup> MAR H&S CO

**Unit 40250**

FPO AP 96426-0

Never change address

Most Important Slide!!!

Barracks  
Marines  
Update your  
mailing  
address via  
MOL



# PERSONAL ADDRESS

Rank, Full Name

1<sup>ST</sup> BN 4<sup>TH</sup> MAR A CO

**Unit 40255**

FPO AP 96426

Barracks  
Marines  
Update your  
mailing  
address via  
MOL

Never change address

Most Important Slide!!!



# PERSONAL ADDRESS

Rank, Full Name

1<sup>ST</sup> BN 4<sup>TH</sup> MAR B CO

**Unit 40260**

FPO AP 96426

Barracks  
Marines  
Update your  
mailing  
address via  
MOL

Never change address

Most Important Slide!!!



# PERSONAL ADDRESS

Rank, Full Name

1<sup>ST</sup> BN 4<sup>TH</sup> MAR C CO

**Unit 40265**

FPO AP 96426

Barracks  
Marines  
Update your  
mailing  
address via  
MOL

Never change address

Most Important Slide!!!



# PERSONAL ADDRESS

Rank, Full Name

1<sup>ST</sup> BN 4<sup>TH</sup> MAR WPNS  
CO

**Unit 40270**

FPO AP 96426-02

Barracks  
Marines  
Update your  
mailing  
address via  
MOL

Never change address

Most Important Slide!!!



## FREE MAIL

- **FROM** overseas combat location **TO** the United States **ONLY**.
- **Postcards, Letters and Recorded Communications** (whether sound or video) with the character of personal correspondence.
- Must have a **FROM** and a **TO** address.
- “**FREE**” written in the top right corner.
- Mailed from OIF locations.



**FREE Postal Mailing Supplies**

**Sent to your home** (ask for military package) [www.USPS.com](http://www.USPS.com)

**1-800-610-8734**

10 Priority Boxes  
10 Mailing labels  
10 US Customs Forms  
1 Roll of Bubble Wrap  
1 Roll of Tape



## MotoMail Definition

Free USMC system that delivers sealed letters submitted via the Internet from anywhere and is printed at USMC Post Offices in Iraq and usually delivered within 24 hours or less



# What is MotoMail?

- **FREE** Internet based letter delivery system
  - Family and Friends of Marines and Sailors
- Completely private, secure and confidential
- Senders get 3 tracking stages:
  - When submitted, downloaded and when printed
- Sender **ONLY** needs to know recipients mailing address, **NOT** location
- MotoMail letters print by location
  - Unit determines 1<sup>st</sup> and last day of service
- Ready for delivery usually within 24 hours at the serving Military Post Office
- MotoMail delivered via unit mail call
- MotoMail address is the same as issued by USMC Postal for regular mail
- No mail contamination issues like anthrax



# What MotoMail **CAN'T** do

- NOT available worldwide for delivery
  - Currently available in Iraq and Afghanistan
- NO enclosures allowed
- MotoMail **CAN'T** be sent **FROM Ships** to the U.S. (Can be sent from ship to ship if MotoMail is available)
- MotoMail can not be delivered to a Non-Marine address.



# MotoMail Locations

[www.motomail.us](http://www.motomail.us)

- MotoMail - submitted via the Internet from anywhere, anytime
- Scanning is available at Yuma, Camp Lejuene, & Cherry Point.

- MotoMail are printed at the 8 USMC Post Offices in Iraq
- Print locations are:
  - Al Asad, Al Qaim & Korean Village,
  - Al Fallujah, Al Taqaddum, Ar Ramadi, Camp Blue Diamond & Hadithah Dam, 15<sup>th</sup> MEU, and 13<sup>th</sup> MEU.

- Note: Units in Afghanistan are printed at Bahrain and flown to Afghanistan.



# MotoMail Stats

Dec 1, 2004 – Dec 31, 2006

- **80%** go to Cpls and below in Combat Arms  
**MOS that don't have regular e-mail**
- Registered Users – 195,209
- MotoMails Created – 1,451,308
- MotoMail Web Site Hits – 3,986,028
- Average about 2,100 MotoMail per day
- Senders from all 50 states & 101 countries
- There are Army, Navy & Air Force units at USMC Camps receiving MotoMail
- Marine Program only but supports other services at Marine Camps



# WWW.MotoMail.us

## Website Features

- Address Book
- Letter Status Report
- Tell-A-Friend – Spread the news
- Customer Care Inquiries
  - Suggestions, Problems & Help
- Support the Troops – not to a specific Marine
- Chat Board – family members to communicate
- Customer Feedback about MotoMail service
- News & Media – Handouts, Posters & News
- Frequently Asked Questions (FAQ's)



# Any Questions?

- **Military Post Office**
  - **(760) 725-5769**
  - **(760) 763-1196**
- **[www.Superletter.com](http://www.Superletter.com)**
  - **First (5) are FREE**
  - **50 cents per letter**
- **“We can’t fix it, if we don’t know”**



# **Pay, Entitlements, & Allowances**



# Deployed Disbursing

- Mission: To provide the full spectrum of disbursing support to personnel deployed for Operation Iraqi Freedom.



# Disbursing Entitlements

- Family Separation Allowance (FSA)
- Basic Allowance for Housing (BAH)
- Basic Allowance for Subsistence (BAS)
- Imminent Danger Pay (IDP)
- Hardship Duty Location Pay (HDP-L)
- Split Pay
- Casual Pay
- Savings Deposit Program (SDP)
- Selective Re-enlistment Bonus (SRB)
- Lump Sum Leave (LSL)
- Deployed Per Diem



# Disbursing Entitlements (Cont.)

- Career Status Bonus
- Emergency Leave
- Assignment Incentive Pay

It is the individuals responsibility to  
monitor their entitlements.



# Entitlements

- Family Separation Allowance \$250.00
- Imminent Danger/Hostile Fire Pay \$225.00
- Hardship Duty Pay-L \$100.00
- Deployed Per Diem (Daily) \$105.00
  - (\$3.50 day x 30 days)
- Enlisted Rations \$279.88
- Officer Rations \$192.74
- Combat Zone Tax Exclusion for the first \$6867.60 (2007) per month.



# Family Separation Allowance

- Member must have a spouse or guardianship/custody of a dependent.
- Rate is \$250.00 per month.
- Begins 30 days AFTER deployment, but is retroactive to first day.
- Non-taxable (all allowances are non-taxable).



# Basic Allowance for Housing

- Personnel who rate BAH will continue to receive this entitlement throughout the entire deployment without interruption.
- Non-taxable.



# Subsistence

- Officers and enlisted will continue to receive this entitlement while deployed for OIF.
- Monthly Rate for enlisted is \$279.88.
- Monthly Rate for officers is \$192.74
- Marines will not be checked for meals provided.
- Non-taxable.



# **Imminent Danger Pay/ Hostile Fire Pay**

- Rate is \$225.00 per month.
- Member entitled to IDP/HFP for the entire month even if he/she is in the area for only one day only.



# **Hardship Duty Location Pay (HDP-L)**

- Hardship Duty Location Pay for designated areas is payable to both officers and enlisted Marines.
- Amount for Kuwait and Iraq is \$100.00



# Split Pay

- A means to receive money while deployed and allow the family members at home to have a known payday.
- Works the same as an allotment.
- Eliminates the danger of member and spouse accidentally spending the same funds.



# Casual Pay

- An advance on your pay that will be deducted in the future.
- Amounts can be up to \$350.00 per month.
- Beware: these funds are deducted from your account; if you don't tell your spouse, his/her expected payday will be altered.



# **Savings Deposit Program**

- \$10,000 maximum contributable amount.
- Must be in country 30 days IOT contribute.
- All unallotted pay may be contributed, not to exceed net disposable income.
- If deposited before 10<sup>th</sup> of each month it accrues interest for entire month; if after the 10<sup>th</sup>, it begins interest accrual the following month.
- Ensure that your agent has a Power of Attorney that grants them authorization to deposit money.



# **Savings Deposit Program**

**(cont.)**

- Withdrawals may be obtained via MyPay, fax, or e-mail.
- Marines may either call DSN 580-6545, Com (216) 522-6545, or 1-800-624-7368 ; or send e-mail from a dot mil address (\*\*@\*\*.mil) to [CCL-SDP@DFAS.MIL](mailto:CCL-SDP@DFAS.MIL)



# Selective Re-enlistment Bonus (SRB)

- If you're going to be eligible for a bonus, do the research now – SRB's are taxed here, but are tax free in Iraq.
- IOT receive your full amount of the 4 year bonus you have to **re-enlist** for a full 4 yrs. If you have 10 mos remaining and re-enlist for 3 yrs & 2 mos to have a total of 4 yrs you are only going to get 3yrs and 2mos of the bonus.



# **Assignment Incentive Pay (AIP)**

- \$10,000.00 For all Enlisted Marines who Re-enlist in FY07. (MarAdmin 167/07)
- AIP will only be considered tax excluded if the statement of understanding is signed while in a CZTE status.
- AIP is an Incentive pay and the corresponding TSP Percentage will be deducted.
- AIP is a credit, and will be included with the regularly scheduled payday payment.



# **Lump Sum Leave (LSL)**

- Lump Sum Leave is paid upon reenlistment or separation.
- LSL is only non-taxable when the leave being sold is combat leave.
- Leave that is not earned in the combat zone will be taxed.



# Combat Leave

- You accrue leave like normal, but in a combat zone it is known as combat leave.
- Upon your return home, your combat leave days will be deducted first from your leave balance and are non-taxable.
- Once your combat leave runs out, then your regular leave is used at the applicable taxable rate.
- It is your responsibility to monitor this.



# Career Status Bonus

- 15 year critical decision point
- \$30,000 & 40% retirement at 20 yrs. vs. 50% retirement at 20 yrs.
- Normally, taxes reduce it to \$22,500.00, but CZTE means tax free -- \$30,000.00
- THE PAYMENT CANNOT BE MADE PRIOR TO THE 15 YEAR ANNIVERSARY.



# Emergency Leave

- Disbursing is authorized to pay for round trip personal emergency travel and transportation allowances (including per diem while in a travel status but not while at the emergency leave location) between the members current location and the PDS, Homeport or other specified location.
- The TAD orders must be approved by the Commanding Officer.



# General Information

- Power of Attorneys are highly recommended.
- If your spouse has a problem with your pay, Disbursing cannot assist him/her without a Power of Attorney.
- We cannot help over phone unless it is a question of a general nature.
- If your spouse comes into the office with a current and valid Power of Attorney and requests assistance, Disbursing can provide service.



# Administration

- Admin starts & stops all entitlements.
- Disbursing adjusts and monitors the entitlements.
- It is ultimately your responsibility to check your LES for correctness of entitlements being received or not received.



# Leave and Earnings Statement (LES)

- Know how to read your LES & have access to it IOT monitor your pay.
- My Pay will be your number one way to keep track of your LES. There will be Internet Cafés in order for you to do this.
- MyPay (<https://mypay.dfas.mil>).
- Restricted MyPay Pin access can be obtained through MyPay. This special pin allows the user to only view pay information.
- PIN resets can either be done through your admin office or by the Disbursers at the major camps.
- Understand that forecast amounts are just that – forecast. It is your responsibility to check the actual amount deposited into your account.



# Allotments

- My Pay is your best resource to start them, but you must have your PIN number.
- You can only have a maximum of 6 allotments at one time.
- You cannot allot out more than your net disposable income.
- To get the payday amount deducted each month for your allotment, divide the amount of the allotment by two.



# Questions?